



Louisville Metro Planning & Design Services

CATEGORY 3 SUBMITTAL REQUIREMENTS

JERRY E. ABRAMSON
MAYOR

CHARLES C. CASH, JR.,
DIRECTOR

All Submittals Must Be Submitted In Person To The Customer Service Counter

Applicant PDS
 ONLY

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Completed "Plan Review Application" with owner's signature. |
| _____ | _____ | 2. Certificate of Land Use Restriction form. |
| _____ | _____ | 3. Development Information (DI) sheet, see note at end requirement list. |
| _____ | _____ | 4. Twelve (12) copies of the Development Plan. These reviews shall be subject to the Pre Development Review Committee and Development Review Committee (DRC) process. |
| _____ | _____ | 5. A copy of the current Recorded Deed – Every page of the recorded deed must be submitted. The last page should have an "End of Document" stamp |
| _____ | _____ | 6. A letter of explanation for the proposed development. |
| _____ | _____ | 7. One 8½" x 11" reduced copy of the development plan |
| _____ | _____ | 8. Label matrix and mailing labels of 1st tier adjoining property owners' names and addresses. |
| _____ | _____ | 9. Completed Metropolitan Sewer District (MSD) "Plan Submittal" Application form. |
| _____ | _____ | 10. Completed Metropolitan Sewer District (MSD) "Preliminary Plan Checklist". |

Louisville Metro Planning & Design Services
444 South Fifth St.
Louisville, KY 40202

502-574-6230

Fax 502-574-8129



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Plans 24" x 36" must be folded accordion style into four sections, then tri-folded (9" x 9" maximum) with the lower right corner shown.

All plans must include the following minimum information shown on the development plan

Plan drawn to engineer's scale	Property lines with dimensions (new lots shall show bearings)
North arrow shown.	Contour Lines shown on plan (relevant for new construction only)
Vicinity map shown	Existing and/or proposed structures shown and identified
Site Address	Required building setbacks with dimensions Crosswalks delineated
Tax Block and Lot Number	Internal pedestrian walkways with dimensions Crosswalks delineated
Zoning of property	Existing and Proposed Sidewalks in right-of-way with dimensions
Zoning of adjacent properties	Location, ownership, Deed Book & Page # of adjacent property owners
Existing Use	Net and Gross acreage of site
Proposed Use	If residential, provide net & gross density, and number of dwelling units
Street names shown	Dimensions of drive lanes and point of ingress and egress
Off-street loading areas	Off-street parking including ADA parking spaces shown
Parking Calculations	Typical dimensions of parking spaces, aisles, and modules
Gross building footprint area	Right-of-way width total and from centerline shown
Gross floor area of buildings	Existing & proposed pavement edge & widths of abutting streets
ILA / VUA calculations	Accessory structures shown with required screening
Existing tree masses	Adjacent entrances with pavement widths
Height of structures	Landscape buffer areas in accordance with Chapter 10 of the LDC
Freestanding Signs – existing	Form District and Form District boundaries if nearby
Freestanding Signs – proposed	Form District transition zone shown if required by regulation
Plan Date	Existing sanitary sewer locations
Revision Date Box	Proposed sanitary sewer connections
Owner name and address	Drainage flow arrows
Legend	100 year floodplain (if applicable)

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_____ 11. FEES: Cash or a check made payable to Louisville Metro Finance.
 Address and phone number must be on the check.

Application Fee:	\$ 270
Clerk's Fee for Land Use Restriction:	\$ 21
Sub TOTAL	\$ 291

APO Notice @ \$ 1.00 per notice = + \$ _____

TOTAL \$ _____

Note: If two or more applications requiring a land use restriction form are submitted simultaneously for the same site, only one \$21 Clerk's fee is required in addition to the application fees.

_____ 12. Recommend applicant to meet with Portland NOW

Herb Brodarick
3300 Northwestern Pkwy.
Louisville, KY 40212
(502) 776-5505

Gary Watrous
2711 W. Main St.
Louisville, KY 40212
(502) 776-7007

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For Staff Use Only

Date: _____ Staff: _____ Docket #: _____

Do not accept application if required materials are not submitted

- _____ 13. Assign Docket Number. Enter information in Category 3 log—**G:\2003 Access Logs**
- _____ 14. Fill out a receipt (\$10.50 in Clerk's Fees and the remainder in Zoning Fees), sign and give to applicant. For checks, write the docket number in **RED** in the bottom left corner and stamp the back with the endorsement stamp.
- _____ 15. Stamp the date received on each page of all materials submitted (**Except LUR form**).
- _____ 16. Clip loosely in manila file folder and place all materials in the In-Coming Application Tray.

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